ARRA

Project Tracking System

ARRA User's Manual

Vendor Status (Extranet)

Revision 1.0

Contents

ARRA Introduction

Purpose:

This manual explains how the users will interact with ARRA's Project Tracking system to provide a mechanism of capturing Monthly Employment Reports (1589 Reports) via a software solution that would meet the requirements set forth by ARRA. This data along with data from DOTD internal systems will then be used to submit the larger data set to the various Federal government reporting systems and be used for internal reporting. If a State has entered all the required data into RADS, the State will be able to produce the 1512 Report that is required to be submitted to the OMB on a quarterly basis.

OMB refers to the States as "recipients." Similarly, local governmental agencies responsible for the oversight of ARRA projects are considered "sub-recipients." Contractors for both States and locals are considered "vendors."

Intended Audience:

This manual is intended for the following audiences in order to gain understanding of how to use the ARRA Project Tracking system:

- **ARRA Administrator** – Will have full access to ARRA system. These users will have the ability to administer project information; extract data for monthly reporting to RADS; and produce the necessary reporting information for OMB quarterly.

- **Vendors (Contractors or Sub-Contractors)** – Ability to enter and submit Monthly Status Reports (1589) or "Vendor Status" to LA DOTD.

- **Helpdesk** – Assist users with any problems concerning the application software.

General Terminology:

Term	Description
ARRA	American Recovery and Reinvestment Act of 2009
RADS	Recovery Act Data Systems
OMB	Office of Management and Budget of the Federal government
Recipients	States that get the grants
Sub-Recipients	Local government agencies responsible for the oversight of ARRA projects

Vendors	Contractors/Sub-Contractors for both State and local companies
LA DOTD	Louisiana Department of Transportation and Development
Vendor Status	The Monthly Employment Report (1589) submitted by vendors to LA DOTD

Assumptions and Dependencies:

Knowledge of the ARRA process is a major dependency on understanding the work flow of this application.

Overview

The Vendor Registration and Vendor Status features allow designated users to create Vendor log in information and create, edit, and submit Vendor Status to LA DOTD.   Functions supported by these two features include:

- Vendor user login
- Register for a vendor user
- Reset a vendor password
- Search for vendor employment status
- View vendor employment status search results
- Create vendor employment status
- View vendor employment status
- Edit vendor employment status
- Print vendor employment status

These functions will be described in detail in the functionality section below.

Functionality:

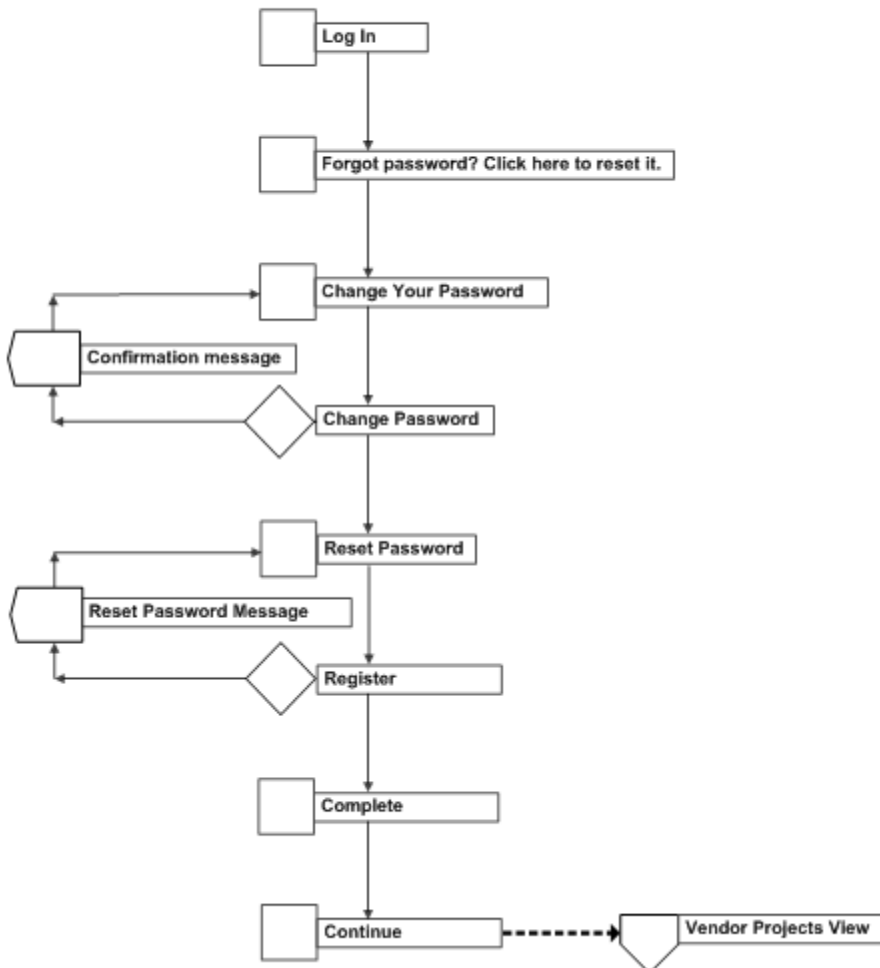### 1.1   User Process Work Flow for Vendor Registration

Vendor Registration
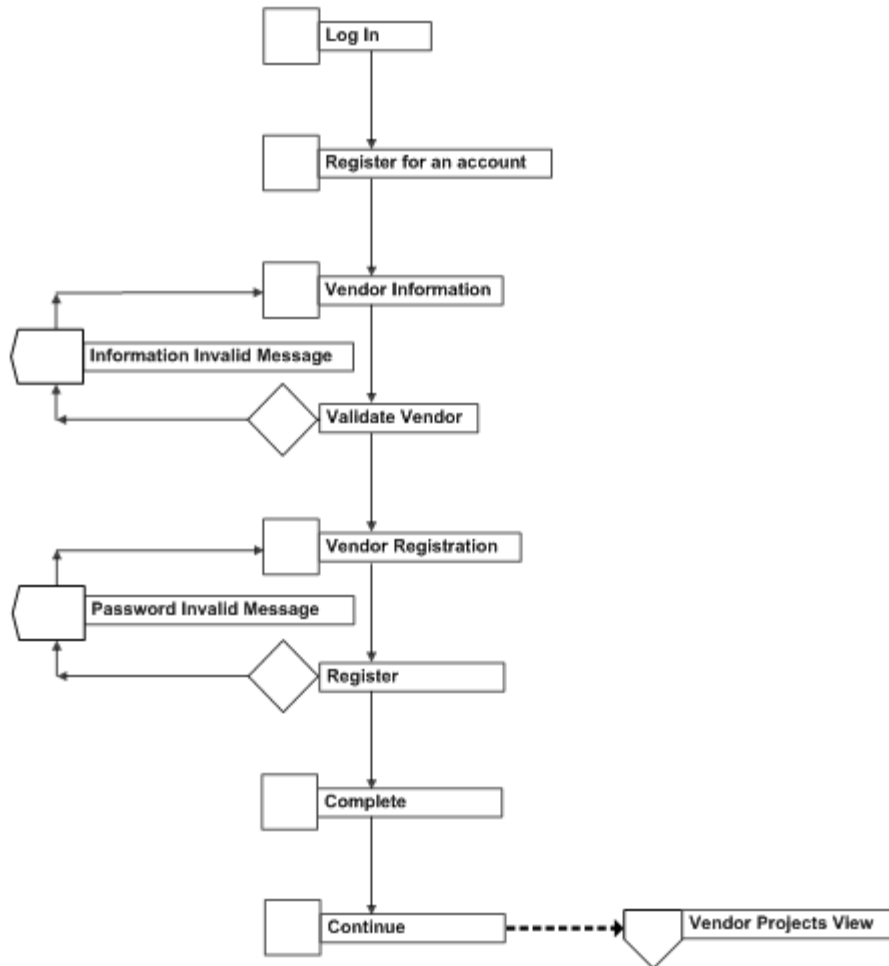
On the initial screen, the Vendor either logs into the system or registers for an account to access the Project Tracking system. The user will be requested to enter their Tax ID and their Contract Number that will be validated against a master list for authentication, before an account is registered within the application.

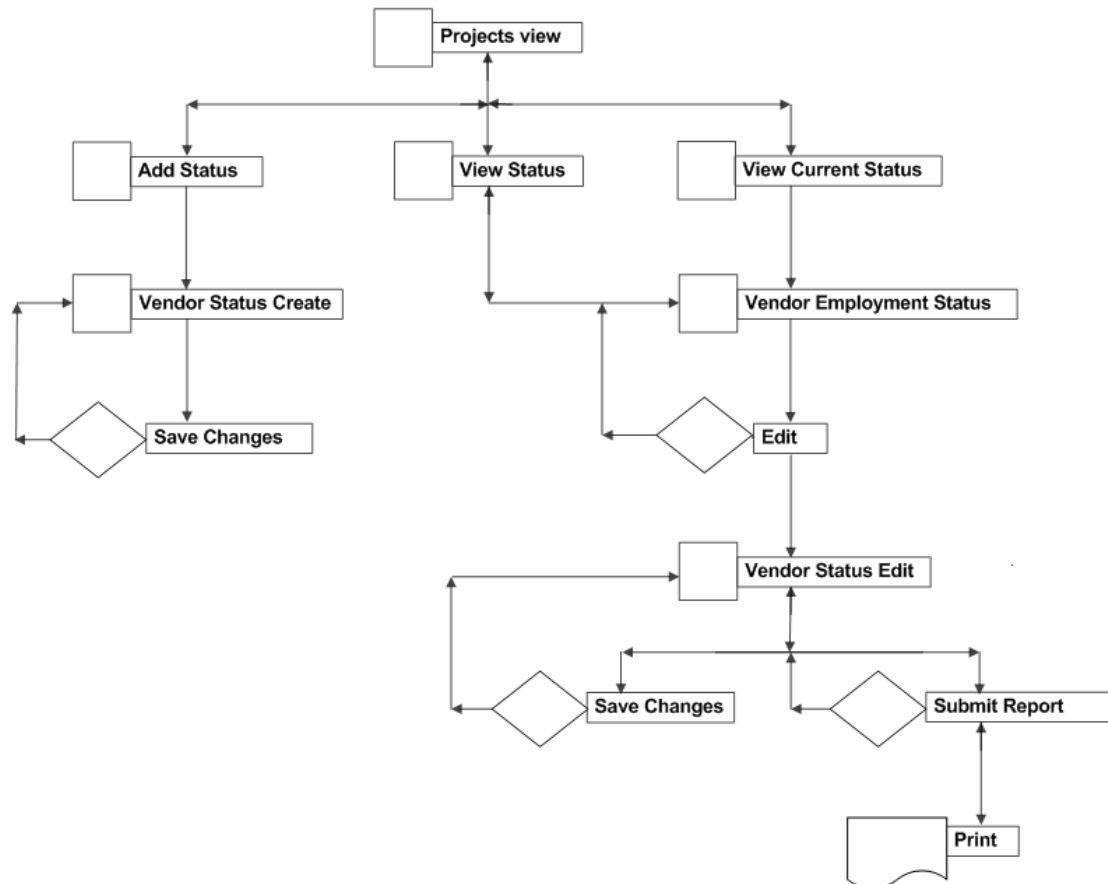### 1.2   User Process Work Flow for Vendor Change Password-Reset

Vendor Change Password-Reset

```
                    ┌──────┐
                    │      │ Log In
                    └──────┘
                         │
                         ▼
                    ┌──────┐
                    │      │ Forgot password? Click here to reset it.
                    └──────┘
                         │
                         ▼
       ┌────────────────┌──────┐
       │                │      │ Change Your Password
       │                └──────┘
   ┌───▼─────────────┐      │
   │ Confirmation message      │
   └───┬─────────────┘      │
       │         ┌────◇────┐ │
       └─────────│         │ Change Password
                 └─────────┘
                         │
                         ▼
       ┌────────────────┌──────┐
       │                │      │ Reset Password
       │                └──────┘
   ┌───▼─────────────┐      │
   │ Reset Password Message    │
   └───┬─────────────┘      │
       │         ┌────◇────┐ │
       └─────────│         │ Register
                 └─────────┘
                         │
                         ▼
                    ┌──────┐
                    │      │ Complete
                    └──────┘
                         │
                         ▼
        ┌──────┐              ┌──────────┐
        │      │ Continue ----│ Vendor Projects View
        └──────┘              └──────────┘
```

On the initial screen, if the Vendor has forgotten their log in password, they can request a password reset. Users can not assign their own passwords, but users can request password resets as many times as they wish. The new password will be sent to the user's email.

1.3   User Process Work Flow for Vendor Status *(Form 1589)* reporting

Vendor Status (Form 1589) report

```
                              ┌─────────────┐
                              │ Projects view│
                              └─────────────┘

  ┌───────────┐           ┌───────────┐           ┌──────────────────┐
  │ Add Status│           │View Status│           │View Current Status│
  └───────────┘           └───────────┘           └──────────────────┘

  ┌──────────────────┐                       ┌───────────────────────┐
  │Vendor Status Create│                      │Vendor Employment Status│
  └──────────────────┘                       └───────────────────────┘

     ◇ Save Changes                              ◇ Edit

                              ┌──────────────────┐
                              │Vendor Status Edit│
                              └──────────────────┘

            ◇ Save Changes           ◇ Submit Report

                                        Print
```

1.4   User Interface with Application

1.4.1   Create Log In account

Upon entry into the application, the user must create a Log In associated with their name and company (or Vendor as we call it). The page below will be presented to the user initially to create this account.

This site allows for the electronic submission of the federally mandated 1589 Employment Status Report. If you are a Prime Construction Contractor, Construction Engineering & Inspection (CE&I) Consultant/Engineer or Other Consultant that holds a contract(s) which is completely or partially funded under the American Recovery and Reinvestment Act you are required to report monthly for your employees and the employees of your subconsultants/subcontractors.

Login to submit your Employment Status Report or register for an account by clicking Register.

Download the ARRA User Manual for Employment Status Reporting

Log In
User Name:
Password:

Log In

Register for an account

Forgot password? Click here to reset it.

User enters their unique User Name and password; then clicks on Register for an account . If the user encounters any problems with logging in, a message will prompt the user identifying the problem as shown in the example below:

This site allows for the electronic submission of the federally mandated 1589 Employment Status Report. If you are a Prime Construction Contractor, Construction Engineering & Inspection (CE&I) Consultant/Engineer or Other Consultant that holds a contract(s) which is completely or partially funded under the American Recovery and Reinvestment Act you are required to report monthly for your employees and the employees of your subconsultants/subcontractors.

Login to submit your Employment Status Report or register for an account by clicking Register.

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Log In
User Name: AJames
Password:

Your login attempt was not successful. Please try again.

Log In

Register for an account

Forgot password? Click here to reset it.

However, if the login is successful, the user will be taken to the Vendor Information page where they will enter the Vendor TaxID and the State Contract Number for their project.

Register for an account to submit your federally mandated monthly 1589 Employment Status Report. If you are a Prime Construction Contractor, Construction Engineering & Inspection (CE&I) Consultant/Engineer or Other Consultant that holds a contract(s) which is completely or partially funded under the American Recovery and Reinvestment Act you are required to report monthly for your employees and the employees of your subconsultants/subcontractors.

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Vendor Information

Vendor Tax ID

State Contract #

Validate Vendor

The user enters the required information and clicks on **Validate Vendor**. Now the user will be taken to the Vendor Registration page where they will enter their User Name, Password, First Name, Last Name, and their Email Address.

Register for an account to submit your federally mandated monthly 1589 Employment Status Report. If you are a Prime Construction Contractor, Construction Engineering & Inspection (CE&I) Consultant/Engineer or Other Consultant that holds a contract(s) which is completely or partially funded under the American Recovery and Reinvestment Act you are required to report monthly for your employees and the employees of your subconsultants/subcontractors.

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Vendor Registration

User Name:

Password:

Confirm Password:

First Name:

Last Name:

Phone Number:

E-mail:

Register

The user enters the required information and clicks on **Register**.

Register for an account to submit your federally mandated monthly 1589 Employment Status Report. If you are a Prime Construction Contractor, Construction Engineering & Inspection (CE&I) Consultant/Engineer or Other Consultant that holds a contract(s) which is completely or partially funded under the American Recovery and Reinvestment Act you are required to report monthly for your employees and the employees of your subconsultants/subcontractors.

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Vendor Registration

User Name:	KCline
Password:	••••••••
Confirm Password:	••••••••
First Name:	Kevin
Last Name:	Cline
Phone Number:	(225) 923-4567
E-mail:	LDOTD.ARRA.TestUser5

Register

If the user encounters any problems with Vendor Registration information (i.e. their password for example), a message will prompt the user identifying the problem.

Register for an account to submit your federally mandated monthly 1589 Employment Status Report. If you are a Prime Construction Contractor, Construction Engineering & Inspection (CE&I) Consultant/Engineer or Other Consultant that holds a contract(s) which is completely or partially funded under the American Recovery and Reinvestment Act you are required to report monthly for your employees and the employees of your subconsultants/subcontractors.

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Vendor Registration

User Name: KCline

Password:

Confirm Password:

First Name: Kevin

Last Name: Cline

Phone Number: (225) 923-4567

E-mail: mary.foster@sparkhoun

Register

The email address you entered is already registered in the system. Please enter another email address.

Now the user will be taken to the Complete page where they will just click on **Continue** to access the application.

Register for an account to submit your federally mandated monthly 1589 Employment Status Report. If you are a Prime Construction Contractor, Construction Engineering & Inspection (CE&I) Consultant/Engineer or Other Consultant that holds a contract(s) which is completely or partially funded under the American Recovery and Reinvestment Act you are required to report monthly for your employees and the employees of your subconsultants/subcontractors.

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Complete

Your account has been successfully created. Please click the verification link that has been sent to the provided e-mail address to activate your account.

Resend E-mail   Continue

Notification will be sent to the users email stating that their log in account has been created successfully and is waiting to be activated.

Thank you for registering as a vendor to submit ARRA Employment Status Reports to LA DOTD.

Your account user name is: **KCline**

Please click on the following link to confirm your receipt of this e-mail and activate your account. If the link does not work, you can copy and paste the address into your browser.

http://10.90.50.100/DOTD.ProjectTracking.UI.Extranet/activate.ashx?id=81a11ba8-84b3-4b7f-9763-d9ee1662d61f

If you have further questions, please call 225-379-1479 or e-mail ARRA_Reports@la.gov.

Once the user clicks on the URL to activate their account, they will receive a new Log In page within the browser. Login to your account now.

ⓘ Your account was successfully activated. Please login below.

This site allows for the electronic submission of the federally mandated 1589 Employment Status Report. If you are a Prime Construction Contractor, Construction Engineering & Inspection (CE&I) Consultant/Engineer or Other Consultant that holds a contract(s) which is completely or partially funded under the American Recovery and Reinvestment Act you are required to report monthly for your employees and the employees of your subconsultants/subcontractors.

Login to submit your Employment Status Report or register for an account by clicking Register.

Log In

User Name:

Password:

Log In

Register for an account

Forgot password? Click here to reset it.

1.4.2   Log In account already created – Reset Password

This site allows for the electronic submission of the federally mandated 1589 Employment Status Report. If you are a Prime Construction Contractor, Construction Engineering & Inspection (CE&I) Consultant/Engineer or Other Consultant that holds a contract(s) which is completely or partially funded under the American Recovery and Reinvestment Act you are required to report monthly for your employees and the employees of your subconsultants/subcontractors.

Login to submit your Employment Status Report or register for an account by clicking Register.

Log In

User Name:

Password:

Log In

Register for an account

Forgot password? Click here to reset it.

User logs into their account. They enter their unique User Name and password; then clicks on

Log In

. If for some reason, the account is not recognized or the user has forgotten their password, they may click on Forgot password? Click here to reset it. to reset their password. The Reset Password page will appear.

Reset Password

Enter your email address below for verification. If verified, your password will be reset and emailed to you.

Email Address: [   ]   *

[Reset Password]

The user will enter their email address and click on [Reset Password] . A new password will be issued to their login if the email address is verified properly. If the user encounters any problems with Password Reset, a message will prompt the user identifying the problem as shown in the example below:

Reset Password

Enter your email address below for verification. If verified, your password will be reset and emailed to you.

Email Address: [m.test@sparkhound.com   ]   *

Unable to verify the email address specified. Please enter a valid email address to reset the account password.

[Reset Password]

Or you can't leave this Email Address blank or you will receive the following message:

Reset Password

Enter your email address below for verification. If verified, your password will be reset and emailed to you.

Email Address: [   ]   Email address is required for validation*

[Reset Password]

But, if the Email Address was validated properly, and the Password Reset was successful, the user will receive this message:

Reset Password

Enter your email address below for verification. If verified, your password will be reset and emailed to you.

Email Address: LDOTD.ARRA.TestUser1   *

Password successfully reset. Your new password has been sent to LDOTD.ARRA.TestUser1.

Reset Password

Notification will be sent to user's email stating that their account password has been reset successfully as shown like the example below.

Admin1,

Your LADOTD Project Tracking password has been reset.
Your new password is: U2}cD+-oaOQT^5

If you did not request that your password be reset, please contact an administrator at LA DOTD.

1.4.3   Logged into account already – Edit User Information

NOTE: Vendor Status is synonomous with Form 1589

Once a user has successfully logged in, they can change their user information on the navigation bar from the My Projects page. The following page will appear:

Edit User Information

Vendor Name: JAMES CONSTRUCTION GROUP LLC

User Name: AJames

First Name: Austin

Last Name: James

Email Address: LDOTD.ARRA.TestUser1@sparkhound.com

Phone Number: (225) 112-1212

Edit

User clicks on   Edit   .

Edit User Information

Vendor Name: JAMES CONSTRUCTION GROUP LLC

User Name: AJames

First Name: Austin

Last Name: James

Email Address: LDOTD.ARRA.TestUser1

Phone Number: (225) 112-1212
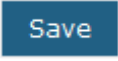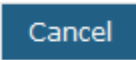
[Save] [Cancel]

User may change the First Name, Last Name, Email Address, or Phone Number. Click on **Save** ,

else click on **Cancel** to exit. User is returned to the Edit User Information page.

1.4.4   Logged into account already – Change Password

NOTE: Vendor Status is synonomous with Form 1589

Once a user has successfully logged in, they can change their password by using the Change Password on the navigation bar from the My Projects page. The following page will appear:

Change Your Password

Password: [   ]
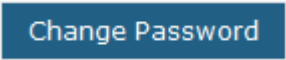
New Password: [   ]

Confirm New Password: [   ]

[Change Password] [Cancel]

User enters their old password first, then their new password, and finally confirms that new password.

When complete, click on **Change Password** . If accepted, the user will receive the following:

Change Password Complete

Your password has been changed!

Continue

User clicks on [Continue] and is returned to the My Projects page.

1.4.5   Projects view

NOTE: Vendor Status is synonomous with Form 1589

Once the user has successfully logged in, a My Projects view is presented to the user for review. All projects associated with this Vendor will be displayed if the Vendor Status **has not been** created for the current month.

My Projects			
State Project Number	**Project Name**		
064-05-0085	BAYOU LAFOURCHE BRIDGE AT LAROSE	view status	add status

If the user clicks on view status , **and no statuses have been created**, the following page will appear with "No Results" in the Results area.

Employment Status Search

Project Name: [▼]

Report Month (mm/yyyy): [   ]

Search

Results
No Results

If the user clicks on view status , **and Vendor Statuses do exist for this Vendor**, the following page will appear with Vendor Status for the said Report Month in the Results area.

Employment Status Search

Project Name: [▼]

Report Month (mm/yyyy): [   ]

[Search]

Results

State Project Number	Project Name	Report Month	
064-05-0085	BAYOU LAFOURCHE BRIDGE AT LAROSE	May, 2010	View

The user may click on View to see this Vendor Status report. The Employment Status View page appears to the user for review. In this example below, this report has been "Submitted" to DOTD already.

Employment Status View - SICILY ISLAND ENHANCEMENT

[Print to PDF]

Report Month: 08/2010

		Demographics	
State Project / ID Number:	026-04-0030	Name:	QUALITY DESIGN & CONSTRUCTION, INC.
Federal-Aid Project Number:	1308(502)	Address:	2406 South Commerce Street Gonzales, LA 70737
Contracting Agency:			
Project Location:	Catahoula	DUNS Number:	123456786

Primary Contractor

Name	Employees	Cumulative Employees	Hours	Payroll
QUALITY DESIGN & CONSTRUCTION, INC.	25	25	2,000	$35,000.00

Subcontractors

Subcontractor	Employees	Cumulative Employees	Hours	Payroll
Allison Dirt	5	5	20	$10,000.00
Subcontractor Totals	5	5	20	$10,000.00

Grand Total

	Employees	Cumulative Employees	Hours	Payroll
	30	30	2,020	$45,000.00

However, if a Vendor Status **has not been created** for the month, the add status will be on the My Projects view on the right. User clicks on add status ; the Employee Status Create page is presented to the user for input.

Employment Status Create - BAYOU LAFOURCHE BRIDGE AT LAROSE

Project Details

Report Month (mm/yyyy):	05/2010
State Project / ID Number:	064-05-0085
Federal-Aid Project Number:	2909(501)
Contracting Agency:	
Project Location:	Concordia

Demographics

Name:	L & S CONSULTANTS INC
Address:	7809 AIRLINE DRIVE, STE 202 METAIRIE, LA 70003
DUNS Number:	

Primary Contractor

Name	Employees	Cumulative Employees	Hours	Payroll
L & S CONSULTANTS INC	0	0	0	0

Save Changes

If the previous month happened to be 05/2010, then the Report month will automatically go to the next month's Report Month for your convenience. It won't be necessary for you to change this field. If you try to select a previous month, you will get an error when you try to Save Changes.

If the user fails to enter a DUNS number the following error message will appear:

Employment Status Create - I-10 WIDENING DESIGN-BUILD (STIMULUS) - GEOTECHNICAL EXPLR

Project Details

Report Month (mm/yyyy):	06/2010
State Project / ID Number:	701-65-1315
Federal-Aid Project Number:	9906(510)
Contracting Agency:	
Project Location:	Caddo

Demographics

Name:	FLORENCE & HUTCHESON INC
Address:	2550 IRVIN COBB DRIVE PADUCAH, KY 42003
DUNS Number:	

This field is required.

Primary Contractor

Name	Employees	Cumulative Employees	Hours	Payroll
FLORENCE & HUTCHESON INC	0	0	0	0

Save Changes

Save Changes

The user enters the required information and clicks on _____. These fields can be zero, but they can't be blank. Commas are not necessary for your entry, nor are the .00 for cents. The

application is smart enough to add these for you when you save the changes. Please follow the instructions below for guidance on entry of the requested information.

Employee Status Create fields:

- DUNS Number – 9 digit number, without hyphens.

- Employees – Total number of employee jobs for this monthly period. Don't enter a comma for thousands, enter a whole number. The commas will be inserted automatically when saved.

- Cumulative Employees – Total number of employee jobs worked on the job since the beginning of the job, each employee counted only once. If there are no additional employees for the current period, the number should remain the same as the previous month.

- Hours – Total number of hours for this project for this monthly period. Don't enter a comma for thousands, enter a whole number. The commas will be inserted automatically when saved.

- Payroll – Total payroll for this project for this period. Enter just the whole number, the decimal and following zeros will be inserted automatically when saved.

- Add a Subcontractor entry as necessary. This is applicable after you've saved the changes the first time.

User may add subcontractor information to the Vendor Status by clicking on **Add** below the Subcontractor section. The following popup will be presented to the user for input.

Once the Vendor has entered the subcontractor information, they must click on **Add** . If the user decides to not enter a contractor, then click on **Cancel** . The user is returned to the Employment Status Edit page with the subcontractor information displayed appropriately.

Employment Status Edit - SICILY ISLAND ENHANCEMENT

Report Month: 08/2010

State Project / ID Number: 026-04-0030
Federal-Aid Project Number: 1308(502)
Contracting Agency:
Project Location: Catahoula

Demographics

Name: QUALITY DESIGN & CONSTRUCTION, INC.
Address: 2406 South Commerce Street
Gonzales, LA 70737
DUNS Number: 123456786

Primary Contractor

Name	Employees	Cumulative Employees	Hours	Payroll
QUALITY DESIGN & CONSTRUCTION, INC.	25	25	2,000	$35,000.00

Subcontractor

	Subcontractor	Employees	Cumulative Employees	Hours	Payroll
✎ ✖	Allison Dirt	5	5	20	$10,000.00
	Subcontractor Totals	5	5	20	$10,000.00

Add

Grand Total

	Employees	Cumulative Employees	Hours	Payroll
	30	30	2,020	$45,000.00

Save Changes   Submit Report

Save Changes

Changes were saved automatically. But, if a user happens to click on ⬚ Save Changes it won't hurt anything; the following popup will open and wait for a response.

Changes saved ✖

The changes have been saved.
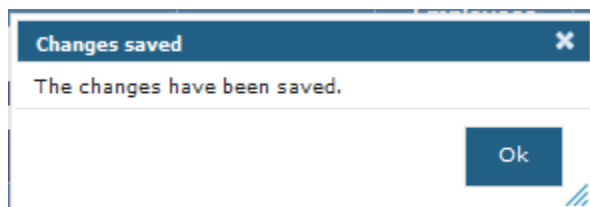
Ok

Click on ⬚ Ok and all information is saved again. User is returned to the Employment Status Edit page. The user may edit their reports as many times a necessary before the LA DOTD cutoff date **OR** before submittal of this Vendor Status report to LA DOTD.

If the user returns to the My Projects page, they'll notice that it shows view current status to the right instead of the add status as shown below. A Vendor Status exists for this project now.

My Projects			
State Project Number	Project Name		
064-05-0085	BAYOU LAFOURCHE BRIDGE AT LAROSE	view status	view current status

If the user clicks on view current status ; the Employment Status Edit page is presented to the user. Totals have been added to the page as well.

Employment Status Edit - SICILY ISLAND ENHANCEMENT

Report Month: 08/2010

State Project / ID Number: 026-04-0030
Federal-Aid Project Number: 1308(502)
Contracting Agency:
Project Location: Catahoula

Demographics

Name: QUALITY DESIGN & CONSTRUCTION, INC.
Address: 2406 South Commerce Street
Gonzales, LA 70737
DUNS Number: 123456786

Primary Contractor

Name	Employees	Cumulative Employees	Hours	Payroll
QUALITY DESIGN & CONSTRUCTION, INC.	25	25	2,000	$35,000.00

Subcontractor

Subcontractor	Employees	Cumulative Employees	Hours	Payroll
✏ ✖ Allison Dirt	5	5	20	$10,000.00
Subcontractor Totals 5		5	20	$10,000.00

Add

Grand Total

	Employees	Cumulative Employees	Hours	Payroll
	30	30	2,020	$45,000.00

Save Changes   Submit Report

User may add another subcontractor at this point by clicking on the Add ; or Edit or Delete the above subcontractor using the ✏ ✖ respectively. Follow the instructions above on how to add subcontractor information and update the changes. If you choose to Edit a subcontractor using the ✏ , the following Create new subcontractor entry popup will appear for user to change the information.

When editing is complete, the you must click on **Update** to save the changes. You will be returned to the Employment Status Edit page.

If you choose to Delete a subcontractor using the ✖ , a Delete confirmation popup will appear for response:

If you click on **Ok** , the deletion occurs and you will be returned to the Employment Status Edit page.

Employment Status Edit - SICILY ISLAND ENHANCEMENT

Report Month: 08/2010

State Project / ID Number: 026-04-0030
Federal-Aid Project Number: 1308(502)
Contracting Agency:
Project Location: Catahoula

Demographics

Name: QUALITY DESIGN & CONSTRUCTION, INC.
Address: 2406 South Commerce Street
Gonzales, LA 70737
DUNS Number: 123456786

Primary Contractor

Name	Employees	Cumulative Employees	Hours	Payroll
QUALITY DESIGN & CONSTRUCTION, INC.	25	25	2,000	$35,000.00

Subcontractor

	Subcontractor	Employees	Cumulative Employees	Hours	Payroll
	Subcontractor Totals 0		0	0	$0.00

Add

Grand Total

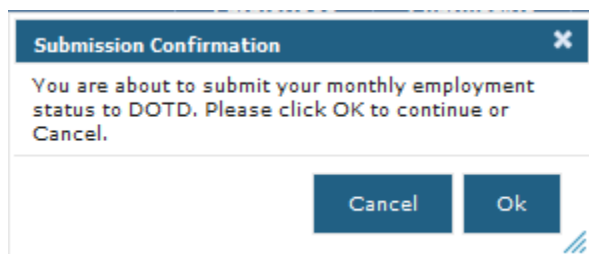|	Employees	Cumulative Employees	Hours	Payroll
	25	25	2,000	$35,000.00

Save Changes | Submit Report

Cancel

The Subcontractor is no longer displayed on the page. If the you click on ⬛ , you will be returned to the Employment Status Edit page.

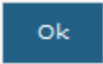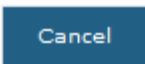### 1.4.6   Submit a Vendor Status report for the month

NOTE: Vendor Status is synonomous with Form 1589

Submittal of a Vendor Status report is done from within the Employment Status Edit page as shown above. Once the User has completed the information to their satisfaction, the User may submit this

particular Vendor Status report for the month to LA DOTD.   The user clicks on **Submit Report** and a confirmation popup will appear for response.
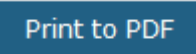
Submission Confirmation ✕

You are about to submit your monthly employment status to DOTD. Please click OK to continue or Cancel.

Cancel | Ok

If you click on **Ok** , the Vendor Status report is "*submitted*" to LADOTD and you're returned to the

Employment Status View page. If you click on **Cancel** , you will exit the confirmation popup and return to the Employment Status Edit page.
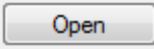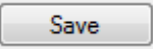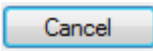
NOTE: Once a Vendor Status report has been "*submitted*" to LA DOTD, you can no longer EDIT this particular report for that month.

If necessary, you may contact your ARRA Administrator at LA DOTD to change any information on a Vendor Status report once it's been "*submitted*" for the <u>current</u> month.

1.4.7 Print a Vendor Status report

Users can print their Vendor Status reports anytime for the current month. The user clicks on

Print to PDF and the File download popup will appear for response.
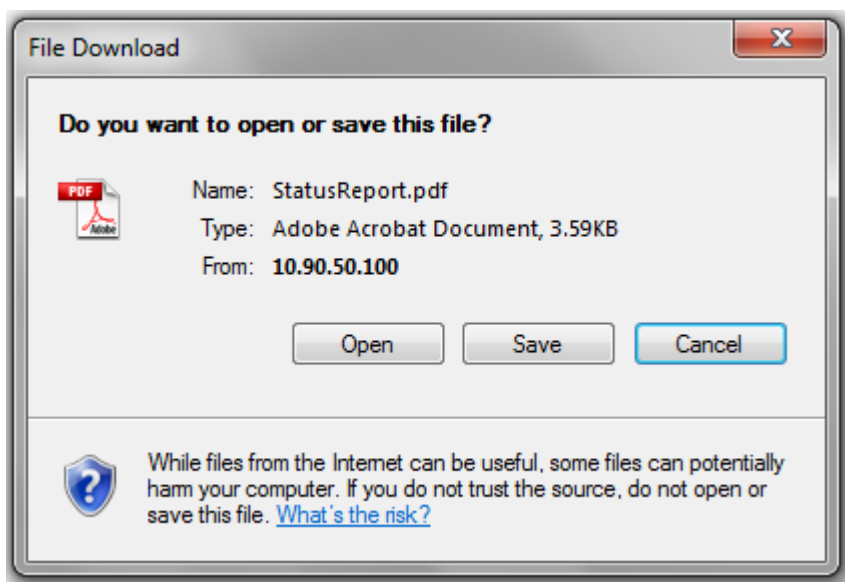
User clicks on **Open** and the report appears in an Adobe Reader .PDF format. If the user wishes to save this .PDF to their PC, then user clicks on **Save** . Save it to a filename you want. The user can click on **Cancel** and exit the creation of the .PDF . Otherwise, the .PDF file will appear to the user for review.

MONTHLY EMPLOYMENT REPORT
AMERICAN RECOVERY AND REINVESTMENT ACT

1. Report Month: (mm/yyyy) 06/2010	2. Contracting Agency	
3. Federal-Aid Project Number 2909(501)	4. State Project Number or ID Number 064-05-0085	5. Project Location Concordia

6. CONTRACTOR NAME AND ADDRESS

    Name: **L & S CONSULTANTS INC**

    Address: **7809 AIRLINE DRIVE, STE 202**

    CSZ: **METAIRIE, LA 70003**

7. Contractor / Subcontractor DUNS Number:	123456789

8. Employment Data

	EMPLOYEES	CUMULATIVE	HOURS	PAYROLL
Prime Contractor Direct, On Project Jobs (see guidance for definitions)				
L & S CONSULTANTS INC	25	0	2,010	$35,000.00
Subcontractor Direct, On-Project Jobs				
Leblanc Dirt	0	0	0	$0.00
Subcontractor Totals	0	0	0	$0.00
Prime and Subcontractor Totals	25	0	2,010	$35,000.00

Prepared by: Diane Clark	Date: 5/5/2010

The report is initially displayed to the user in 130% view. If the user is familiar with Adobe Reader, they can zoom the view down to 75% to see the entire document. They can print this or exit the Adobe Reader browser. The user will be returned to the Employment Status View page within the application.

The user may exit the application at this point or navigate back to reviewing other projects as necessary.